

**EMPLOYMENT OPPORTUNITY
DIVISION OF ASSESSMENT, RESEARCH AND TECHNOLOGY
BUREAU OF DATA COLLECTION, RESEARCH AND EVALUATION
EDUCATION SERVICE SPECIALIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

Open To: The Public
Salary: \$69,892 - \$90,700*
***New hires to state employment start at the minimum of the above salary range.**
Closing Date: April 15, 2011

The Connecticut State Department of Education is currently recruiting for an Education Service Specialist position for the Bureau of Data Collection, Research and Evaluation.

GENERAL STATEMENT OF DUTIES:

This individual will assist the State Department of Education in the analysis and reporting of information regarding Connecticut's special education student population. In addition, this individual will collaborate with Department colleagues to carry out a program of public awareness, resource acquisition, professional development program evaluation and accountability at all levels to improve the care and education of children with special education needs. Further, the individual will provide technical assistance regarding the analysis and interpretation of special education data for the Bureau of Special Education, Department of Education staff as well as the educational community.

EXAMPLE OF DUTIES:

- Analyze special education student performance data and other student data order to produce the Special Education Annual Performance Report to the Office of Special Education Programs for Individuals with Disabilities Education Act (IDEA) accountability reporting;
- Develop database reporting applications and provide technical assistance to school districts for tracking the planning and placement of students with disabilities;
- Assist with the development, dissemination and interpretation of reports required by the federally mandated system of Focused Monitoring in Special Education;
- Assist with the organization and display of special education data via the internet including: Special Education Data Application and Collection (SEDAC), Early Childhood Outcomes, general supervision data, and Individualized Education Program (IEP) implementation;
- Other duties as assigned by the Chief, Bureau of Data Collection, Research and Evaluation and Bureau of Special Education.

QUALIFICATIONS:

Knowledge, Skill and Abilities:

Experience in and knowledge of Connecticut public school practices, ability to work with database packages for analysis and reporting; knowledge of educational research methods, data analysis survey design, data interpretation and presentation; knowledge of public school systems and educational programs especially for children with disabilities; knowledge of data presentation including web-based displays; ability to develop and maintain cooperative working relationships; ability to prepare comprehensive written reports; and ability to deliver information effectively in oral presentations.

Minimum Experience and Training Required:

A Master's degree and three (3) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

An advanced degree in educational psychology, educational research and evaluation, policy analysis or information management; experience working with large data sets including data manipulation and reporting; knowledge of Microsoft Access and SAS, SPSS or other analytical software packages.

Experience working with special education students, school district personnel and/or community-based special education programs regarding the planning, implementation or evaluation of special education programs is desirable.

The Department encourages those applicants who do not meet the stated qualifications but believe that they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #743 and submit a letter of application and resume with details of experience and training, three current professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Sarah S. Ellsworth, Chief, Bureau of Data Collection, Research and Evaluation, Department of Education, P.O. Box 2219, Hartford, CT 06145. Telephone: (860) 713-6888.** *Applications must be postmarked no later than the closing date listed below. All required documents must be submitted to be considered for interview.*

Closing date for application: April 15, 2011

Anticipated date of employment: June 17, 2011

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX /ADA/Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

#743
3/28/11